

**APPENDIX TO INTERNSHIP ASSESSMENT FORM
MASTER LITERATURE TODAY**

The overview below is an clarification of the assessment form for the internship report at Master's level. This overview is used by the supervising lecturer when completing the assessment form. Each aspect is explained and programmes can set their own criteria or priorities. This overview is also available to students to help them prepare for the internship report.

In addition to the lecturer's assessment, the feedback from the internship supervisor form the organisation also plays a role in the final assessment of the internship (separate form). For a satisfactory final assessment, all components must be assessed with at least a satisfactory score.

The supervising lecturer informs the student of the final assessment, and gives the student access to the assessment forms. The completed assessment forms must be submitted for archiving to the Internship Office via stage.gw@uu.nl (along with the report). The final assessment will be registered via Osiris.

Programme specific criteria

Each (Research) Master programme has the opportunity to set their own criteria, in addition to the general criteria mentioned below. These criteria should relate to the programme aims in the EER (OER).

Assessment criteria Internship report

FINAL EVALUATION	<ul style="list-style-type: none"> • General impression • Final assessment (grade) • Justification of the assessment
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COMPONENT	CLARIFICATION / CRITERIA
DESCRIPTION OF TASKS AND RESULTS	<ul style="list-style-type: none"> • Does the report give a clear overview of the student's tasks during the internship and the context in which they were performed? • Does the report give a clear description of the institution and the department where the student performed the internship (organisational chart)?
EVIDENCE OF TASKS AND ACHIEVEMENTS/RESULTS	<ul style="list-style-type: none"> • Does the student offer enough and plausible evidence of the tasks performed, the achievements and results? (such as a research report, articles, flyers, podcasts, policy pieces, etc) • In case of 'hard to prove' work results, does the reflection on performance and the feedback of the internship supervisor give enough and plausible testament of the efforts of the student?
REFLECTION ON PERFORMANCE AND LEARNING OBJECTIVES	<ul style="list-style-type: none"> • Does the report show sufficient critical self-reflection on the learning process and the student's own performance at the workplace? • Does the report clearly indicate which learning goals were achieved and the manner in which they were achieved?



	<ul style="list-style-type: none"> Does the student reflect on the feedback given during the internship by colleagues and supervisors?
INSIGHTS IN RELATION TO THEORY AND PRACTICE	<ul style="list-style-type: none"> Does the report deal with the relationship between real-world practice and the knowledge acquired during the studies from an academic perspective? Does the student demonstrate insight into the connection between the theory from the programme and the work practice? In case of a research assignment: does the student use relevant theories?
STRUCTURE, COMPOSITION, STYLE	<ul style="list-style-type: none"> Does the report have a clear and logical structure? Is there a clear division into paragraphs and sections? Was the report written in correct English and edited carefully? Is the specialist terminology used carefully and accurately?
PROGRAMME SPECIFIC CRITERIA	An internship research project is a mandatory part of the internship. See below the specific assessment criteria for the research report.
<input checked="" type="checkbox"/> applicable <input type="checkbox"/> not applicable	
LOG BOOKS	<ul style="list-style-type: none"> Are the log books clear and well organized? Were the log books turned in on time? Did the student pay sufficient attention to self-reflection in the log books?
<input checked="" type="checkbox"/> applicable <input type="checkbox"/> not applicable	

PROGRAMME SPECIFIC CRITERIA - Assessment criteria research report

FINAL EVALUATION	<ul style="list-style-type: none"> General impression Final assessment (grade) Justification of the assessment
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COMPONENT	CLARIFICATION / CRITERIA
THE STATEMENT OF THE PROBLEM	<ul style="list-style-type: none"> Was the statement of the problem formulated clearly? Were the sub-topics logically derived from the main topic? Was the research topic sufficiently focused, and was the reasoning behind this focus explained in the paper? Is the academic and/or social relevance of the research clearly stated?
ACADEMIC CONTEXT	<ul style="list-style-type: none"> Are the sources relevant, representative and of sufficient academic quality? Are the sources discussed critically?



	<ul style="list-style-type: none"> • Are the main theoretical concepts/terms clearly defined? • Has the student applied the theory to an analytical model, interpretation strategy or research hypothesis?
METHODOLOGY	<ul style="list-style-type: none"> • Are the research methods used adequately to address the statement of the problem? Are they used in the correct manner?
CONTENT	<ul style="list-style-type: none"> • Does the research display sufficient analytical depth? Is there a good balance between description and analysis? • Is there enough cross-referencing between the student's own research results and the literature/theory? • Does the conclusion answer the main question? • Does the student reflect critically on his/her own approach and does he/she make suggestions for further research?
OUTLINE & STRUCTURE	<ul style="list-style-type: none"> • Is the information presented in a logical order (for example: introduction/theoretical context, question, method, results, discussion)? • Is there a clear division into chapters and paragraphs?
USE OF SOURCES & CITATION OF SOURCES	<ul style="list-style-type: none"> • Is the citation of sources adequate? Are the references used correctly? Are the references to the literature and primary sources cited accurately and in accordance with the rules generally used in the field (MLA, Chicago Manual of Style, APA)?
LANGUAGE, COMPOSITION, STYLE	<ul style="list-style-type: none"> • Was the report written in correct English/Spanish/French/German and edited carefully? • Is the report legible and easy to understand for the target group? • Is the specialist terminology used carefully and accurately?
ADDITIONAL COMMENTS (EX.: INITIATIVE OR CREATIVITY)	